

EPA QA/R-5 QAPP REVIEW CHECKLIST

10/00

Site Name: _____ QATS Document No.: _____

Site Manager: _____ Date of QAPP: _____

QAPP Author: _____ QAPP Reviewer: _____

| TOPIC | COMMENTS |
|--|----------|
| Project Management | |
| A1. Title and Approval Sheet | |
| a. Title | |
| b. Organization's Name | |
| c. Dated signature of project manager | |
| d. Dated signature of quality assurance officer | |
| e. Other signatures, as needed | |
| A2. Table of Contents and Document Control Format | |
| a. Includes Table of Contents | |
| b. Includes document control format | |
| A3. Distribution List | |
| a. Includes a list of people who will receive the completed QAPP | |
| A4. Project/Task Organization | |
| a. Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.) | |
| A5. Problem Definition/Background | |
| a. Clearly states problem or decision to be resolved | |
| b. Provides historical and scientific background information | |
| A6. Project/Task Description | |
| a. Lists measurements to be made | |
| b. Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives | |

| TOPIC | COMMENTS |
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| c. Notes special personnel or equipment requirements | |
| A6. Project/Task Description (continued) | |
| d. Identifies the assessment tools needed | |
| e. Provides work schedule | |
| f. Notes required project and QA records/reports | |
| A7. Quality Objectives and Criteria for Measurement Data | |
| a. States project objectives and limits, both qualitatively and quantitatively | |
| b. States and characterizes measurement quality objectives as to applicable action levels or criteria | |
| A8. Special Training/Certification Requirements | |
| a. Lists special training and certification requirements | |
| A9. Documentation and Records | |
| a. Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered) | |
| b. Describes process and responsibilities for ensuring that the most current approved version of the QAPP is available | |
| c. Specifies the level of detail of the field sampling and/or lab analysis narrative needed to completely describe difficulties encountered | |
| d. Gives retention time and location for records and reports | |
| Measurement/Data Acquisition | |
| B1. Sampling Process Design (Experimental Design) | |
| a. Lists samples required as to type and number | |
| b. States sampling network design and rationale | |
| c. Gives sampling locations and sampling frequency | |
| d. Identifies sample matrices | |
| e. Lists classification of each measurement parameter as either critical or needed for information only | |

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| f. Gives appropriate validation study information for non-standard situations | |
| B2. Sampling Methods Requirements | |
| a. Identifies sample collection procedures and methods | |
| b. Lists equipment needed | |
| c. Identifies support facilities | |
| d. Identifies individuals responsible for corrective action | |
| e. Describes process for preparation and decontamination of sampling equipment | |
| f. Describes selection and preparation of sample containers and sample volumes | |
| g. Describes preservation methods and maximum holding times | |
| B3. Sample Handling and Custody Requirements | |
| a. Notes sample handling requirements | |
| b. Notes chain of custody procedures, if required | |
| B4. Analytical Methods Requirements | |
| a. Identifies analytical methods to be followed (with all options) and required equipment | |
| b. Provides available validation and/or performance information for non-standard methods | |
| c. Identifies individuals responsible for corrective action | |
| d. Specifies needed laboratory turnaround time if important to project schedule | |
| B5. Quality Control Requirements | |
| a. Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action | |
| b. Referenced procedures used to calculate QC statistics (precision and bias or accuracy) | |
| B6. Instrument/Equipment Testing, Inspection and Maintenance Requirements | |
| a. Identifies acceptance testing of sampling and measurement | |

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| systems | |
| b. Describes equipment preventive and corrective maintenance | |
| c. Notes availability and location of spare parts | |
| B7. Instrument Calibration and Frequency | |
| a. Identifies equipment needing calibration and frequency for such calibration | |
| b. Notes required calibration standard and/or equipment | |
| c. Cites calibration records and manner traceable to equipment | |
| B8. Inspection/Acceptance Requirements for Supplies and Consumables | |
| a. States acceptance criteria for supplies and consumables | |
| b. Notes responsible individuals | |
| B9. Data Acquisition Requirements for Non-direct Measurements | |
| a. Identifies type of data needed from non-measurement sources (e.g., computer data bases and literature files) along with acceptance criteria for their use | |
| b. Describes any limitations of such data | |
| c. Documents rationale for original collection of data and its relevance to this project | |
| B10. Data Management | |
| a. Describes standard record keeping, data storage, and retrieval requirements | |
| b. Checklists or standard forms attached to QAPP | |
| c. Describes data handling equipment and procedures used to process, compile, and analyze data (e.g., required computer hardware and software) | |
| d. Describes process for assuring that applicable information resource management requirements are satisfied | |
| Assessment / Oversight | |
| C1. Assessments and Response Actions | |
| a. Lists required number, frequency, and type of assessments with approximate dates and names of responsible personnel | |

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| (assessments include but are not limited to peer review, management systems review, technical systems audits, performance evaluations, and audits of data quality) | |
| b. Identifies individuals responsible for corrective actions | |
| C2. Reports to Management - Identifies frequency and distribution of reports for: | |
| a. Project status | |
| b. Results of performance evaluations and audits | |
| c. Results of periodic data quality assessments | |
| d. Any significant QA problems | |
| e. Preparers and recipients of reports | |
| Data Validation and Usability | |
| D1. Data Review, Validation, and Verification | |
| a. States criteria for accepting, rejecting, or qualifying data | |
| b. Includes project-specific calculations or algorithms | |
| D2. Validation and Verification Methods | |
| a. Describes process for data validation and verification | |
| b. Identifies issue resolution procedure and responsible individuals | |
| c. Identifies method for conveying these results to data users | |
| D3. Reconciliation with User Requirements | |
| a. Describes process for reconciling project results with DQOs and reporting limitations on use of data | |